

Director Responsibilities

1. Fall Conference
 - a. Organize
 - b. Logistics
 - i. Proposals
 - ii. Presenters
 - iii. Coordinate with host partner
 - c. Correspondence
 - d. Evaluations
2. Spring Conference
 - a. Organize
 - b. Logistics
 - i. Proposals
 - ii. Presenters
 - iii. Registrations
 - iv. Lodging
 - v. Meeting facilities
 - vi. Catering
 - vii. LEA Reps rooming arrangements
 - c. Correspondence
 - d. Evaluations
3. Facilitate Monthly Meetings
 - a. Debrief previous meeting
 - b. Plan next meeting
 - c. Correspondence
4. Maintain Collaborative Websites:
Annual and periodic updates
 - a. Public site (main)
 - b. Wiki's
 - c. Ning (discontinued July 2017)
 - d. Google Docs as needed
 - e. Other
5. Maintain Collaborative Files
6. Maintain financial records and coordinate with fiscal agent
7. Support Coach
 - a. orientation
 - b. handbook
 - c. maintain online reporting forms
 - d. maintain Teacher Talk reports
8. Beginning Teacher Orientation
9. Visit member LEAs when requested
10. Director Evaluation

11. Coordinate with Collaborative partners
 - a. Shared resources
 - b. Grant proposals
12. Compile data and prepare reports
13. Attend related meetings
 - a. NEPANC
 - b. IHE/LEA
14. Other

Notes

1. Compensation is a flat rate
2. No travel reimbursement
3. Provide copying services at no cost
4. No reimbursement for postage, phone, etc.
- 5.